

Dear _____,
Colleague

At the Singapore Math and Best Practices In-Depth SUMMIT in Phoenix Arizona, educators at all levels will be brought together to enhance their professional skills, knowledge, and careers. I would like to attend this event scheduled July 11-13th 2018, to learn best practices central to implementing college- and career-ready standards; including, the Common Core State Standards of Mathematics.

To meet my professional development goals, I am seeking approval for the registration fee, travel expenses to the conference, and minimal food expenses during the conference. The detailed cost breakdown is listed below.

- Conference _____
- Flight _____
- Lodging _____
- Transportation _____
- Food Per Diem _____
- Total estimated conference cost _____

By attending this conference, I will be able to select over 50 sessions, and workshops that cover the following topics and are specific to my grade level.

- Is It Too Late to Develop Number Sense in Grades 6-8?
- Differentiation Grades K-2
- The Art of Language in Mathematics
- Visualization Workshop Grades 3-5
- Analyzing Student Work
- Problem Solving for Fractions Grades 3-6
- Square Off with Geometry Grades 3-5
- Introduction to Bar Models and Tape Diagrams Grades 2-8

My participation in this program will complement our school's objectives and I plan to return with resources to share what I've learned with my peers, and to give our students the tools they need to succeed.

Thank you in advance for your consideration.

Sincerely,

Your full name